**The Basics™—Implementation Documentation Template**

| STEP 1: Recruit a Point Person and Initial Champion(s) | | |
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| Name | Contact | Role |
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| STEP 2: Review the Toolkit and Brainstorm Uses |
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| 🗸 Videos 🗸 Implementation Guides 🗸 Handouts 🗸 Presentations 🗸 Posters 🗸 Research and Evaluation |

*The Basics Community Toolkit is available at* [*http://boston.thebasics.org/en/community-toolkit/*](http://boston.thebasics.org/en/community-toolkit/)

| STEP 3: Engage Others in Your Organization | | | |
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| Who else needs to be engaged? | How? (E.g., Watch Basics videos, discuss PowerPoint presentation) | When? | Where? |
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| STEP 4: Develop and Document Your Implementation Plan | | | |
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| What will be done? | By whom? | When? | Basics Materials and Other Resources Needed |
| * Display posters and materials |  |  |  |
| * Show videos |  |  |  |
| * Share the Basics in one-on-one conversations |  |  |  |
| * Share the Basics in group sessions |  |  |  |
| * Promote the Basics on social media or other communications channels |  |  |  |
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| **Questions to Consider (and jot down brief responses to)**   * How do you plan to initiate sharing the Basics in your organization? * How do you plan to prepare and support your staff to share the Basics? * What (if any) forms of additional training might be beneficial? * How will you reinforce parents’ and caregivers’ initial exposure? * How can you support and perhaps even integrate efforts with other Basics champions in your community? * What forms of data will you collect to track progress? What relevant forms do you already collect? |
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| STEP 5: Print or Order Basics Materials | | | |
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| Basics Materials Needed | Quantity | Basics Materials Needed | Quantity |
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***Download*** *and* ***print*** *from the Basics Community Toolkit website or* ***contact*** *your local Basics leaders about ordering materials.*

| STEP 6: IMPLEMENT YOUR PLAN! |
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| STEP 7: Reflect and Update Your Plan |
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| * Find a time to meet as a team. * Share what people in the organization have experienced implementing the Basics. * Review data on implementation activities and progress. * Identify things that are working well and things that you could improve. * Update your implementation plan in response to this discussion. |

| STEP 8: Tell Us How You’re Doing |
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| * Please share your progress and feedback at [info@thebasics.org](mailto:info@thebasics.org)! |

| **Notes** |
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